

Dakota College at Bottineau Course Syllabus

Course Prefix/Number/Title: CARS 101—CAREER AWARENESS

Number of Credits: 1 semester hour

Pre/Co-requisites: None

Course Description: The goal of this course is to assist students in learning about themselves and the world of work while learning how these two pieces of information relate to each other. Students will be exposed to each of the 16 career clusters and complete a variety of self-assessments.

Course Objectives:

1. Career Awareness: Achieve a greater knowledge of the world of work by learning its organization into major divisions of occupations, generating a number of prospective occupations where one's personality is best suited, finding accurate information about one's occupational prospects, and knowing about economic forces and labor market trends.
2. Self-Study: Achieve a greater knowledge of one's personality characteristics by identifying and understanding the personal interests, motives, achievements, abilities, and values that influence occupational choices.
3. Decision Making Skills: Develop greater skills in choosing appropriate careers or occupations by using a rational, systematic method of decision-making that incorporates one's knowledge of self, occupational prospects, and the world of work.

Instructor: Professor Russ Gagnon

Office: Minot Campus Administration Building Room 159

Office Hours: M-F 9:00 a.m. to 4:00 p.m. and by appointment—when not in class

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Textbook(s): *Career Flow A Hope-Centered Approach to Career Development* Niles et.al., Pearson ISBN 978-0-13-703792-6 and the CTE site: <http://www.careertech.org/career-clusters/glance>

Course Requirements:

1. Attend class.
2. Completion of assignments, tests, and in-class work.
3. Grading:

90-100% =A 80-89% =B 70-79%= C 60-69%= D 0-59% =F

Tentative Course Outline:

- Career Flow Competencies and Self-Awareness
- Self-Reflecting and Self-Clarity
- Pursuing Your Interests, Mapping Your Skills
- Personality Style
- Understanding Values Associated with the workplace
- Connecting with Others: Social, Emotional, and Financial Support
- Visioning, Goal Setting, and Planning
- Connecting to the world of Work: Research, Job Leads, Trend-Spotting
- Effective Writing, Resumes, and Cover Letters, Managing References
- Generating Leads, Networking, Interviewing, and Making a Successful Transition
- Realizing Your Dreams in Challenging Times

Relationship to Campus Theme: Dakota College at Bottineau emphasizes nature, technology, and beyond as a focus for the unique blend of courses and programs offered here. In this course, we will use technology to help you discover your nature and push beyond what you thought you knew about yourself to find a career that fits you.

Classroom Policies:

Missed Classes: Attendance is expected. Unannounced quizzes, tests, and class projects can be made-up only when the instructor excuses students prior to class. You are responsible for the activities of each class period. If you know of a conflict ahead of time, you are welcome to submit assignments early. Recognizing the importance of student participation and interaction with classmates, excessive absences necessitate failure in the class.

Assignments: All assignments are due at the beginning of class on the date due unless specified prior. Late assignments receive one-half credit minus errors. All late assignments are due before the final examination is administered. Make sure the class name, your name, date due, and exercise number appears in the upper-right corner. If handing in multiple pages, sequence them according to the order in the exercise, and staple in the upper left corner.

Electronic Devices: Turn off or mute cellular phones and pagers, **NO TEXTING** during class, prior permission for computer use is required. I will have my cell phone on for campus emergency notifications.

Academic Dishonesty and Grade Appeals: plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course; and/or expulsion from the university. For more information, refer to the "Academic Dishonesty" or "Grade Appeal" policy in the university catalog or the student handbook online: <http://www.dakotacollege.edu/pdf/studenthandbook.pdf>

Disabilities and Special Needs: If you have any condition, such as a physical or learning disability, for which you need extra assistance, please see me immediately. If you have already met with Student Development personnel, please provide me with information regarding your special needs as soon as possible so that I can make appropriate accommodations.